



PATROL OFFICER CITY OF GREEN BAY

Recruitment Process for City of Green Bay Community Service Interns

The City of Green Bay is currently accepting applications from current City of Green Bay Community Service Interns (CSI's) for the position of Patrol Officer. An eligibility list will be established to fill anticipated vacancies.

The online application must be completed before candidates can receive consideration for this position. When completing the application, candidates must fill in all fields that apply. The work experience section must be completed even if a resume is included. Candidates should enter entire work history, including all internships and volunteer experience.

Applications that are submitted after the deadline will not be accepted. **Please note that the application deadline is 4:30 p.m. on Thursday, September 26, 2013.**

CSI's are eligible to participate in this recruitment process once they have completed a minimum of (1) semester of technical college/college in the pursuit of an Associate's Degree in Criminal Justice OR a Bachelor's Degree or greater in any field. Note: candidates must meet all minimum job requirements of the Patrol Officer position prior to being eligible for hire as a Patrol Officer.

CSI's eligible to proceed in the testing process can expect to receive notification via email with an invitation to participate in the written, report writing, and physical agility tests and initial interview. All candidates will be notified of their status via email no later than Monday, September 30, 2013 at 4:30 p.m.

IMPORTANT: CANDIDATE CONTACTS WILL BE MADE VIA EMAIL; THEREFORE, CANDIDATES SHOULD CHECK THEIR EMAIL REGULARLY. CANDIDATES ARE ALSO ADVISED TO CHECK THEIR SPAM MAIL.

Recruitment Schedule:

The recruitment process has been scheduled as follows (please note this schedule is subject to change):

Thursday, September 26, 2013@ 4:30 a.m.	Application Deadline
Thursday, October 3, 2013	Written Test and Report Writing Test (See below for more information)
Thursday, October 3, 2013	Physical Agility Test
Friday, October 4, 2013	Initial Interview with Police Department Panel
Mid-Late October, 2013	Final Interview with Police and Fire Commission

Patrol Officer Residency Requirement:

Current requirement: Residency within Brown County, counties which are contiguous to Brown County, or Southern Door County within one year of hire.

Report Writing Test:

Part of the written test includes a scenario-based report writing test. Candidates will be presented with a video recorded scenario and will be asked to write a police report/narrative from a Patrol Officer's viewpoint. No outside materials will be permitted for use in this exercise.

Please keep in mind that legibility is critical as the police report/narrative will be read by members of the Professional Standards Division and Human Resources Department. Reports that are hard to read are subject to receiving a poor evaluation or rejection.

Application Materials/Deadline:

Apply online at www.greenbaywi.gov.

Applications must be submitted by 4:30 p.m. on Thursday, September 26, 2013. Applications that are submitted after the deadline will not be accepted.

AN EQUAL OPPORTUNITY EMPLOYER